

**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

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ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Land & Natural Resources, Division of Boating & Ocean Rec.(DBOR)
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 7/26/16 through 7/27/16	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Tropical Storm Darby was the first storm of the season. Darby brought a large amount of rain that washed through the watershed that drains into the Ala Wai canal. There was a larger volume of floating debris in the Ala Wai canal than usual since it was the first storm. The State has a passive collecting point for the debris that is referred to as the trap. The trap is formed by a array of floating debris booms and the seaward side of the Ala Moana bridge and one of the support structures that runs under the width of the bridge. The trade winds and the natural flow of the water to the ocean pushes the debris toward the trap. The trap is the only place under our jurisdiction that we are able to collect the floating debris.

4. Vendor/Contractor/Service Provider Name: H.T. M. Contractors, Inc.	5. Amount of Request: \$ 9,343.00
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

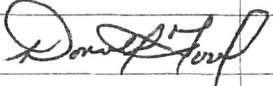
The floating debris includes logs, dead animals, construction waste and just about anything that is bouyant that get thrown into the streams as well as natural material. The larger debris is a hazard to navigation. It is also a hazard to the boats in the Ala Wai Small boat harbor and the surfers and swimmers at Ala Moana and Waikiki. The debris has not been tested for toxicity. It is easy to infer that some of the debris poses a danger to health or safety since the public announcements of the Department of Health's testing of the ocean waters warn of the dangers of entering the ocean after an storm such as Darby. It is especially easy so draw that conclusion since any chemicals have not been diluted by the ocean waters. In additon to the chemicals there are dead and rotting carcasses floating in the Ala Wai canal.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

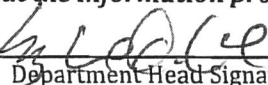
The Divison has had contracts to remove the debris. Unforntunatly due to our workload we have not placed one out for bid when the last one expired. H.T.M Contractos were the last contractors that performed the work under contract. Since we knew that they were capable of doing the work and responded in a timely manner we called them first to see if they would do the work. Tropical Storm Darby took place on the weekend. H.T.M. mobilized their equipment on Monday, 7/25/16. They were not able to get the trucks to load and haul the debris until Tuesday. It was then that they were able to perform the work.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
Donald Ford 	DBOR	808-236-5623	donald.f.ford@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.*


Department Head Signature

9/12/16

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

This emergency procurement is granted with the understanding that the department shall take the following corrective actions:

- The department should have conducted a small purchases procurement under \$15,000 by obtaining 3 price quotes prior to Tropical Storm Darby arrival.
- Donald Ford shall retake On-Demand Training, SPO 120, Small Purchase Method of Procurement by October 31, 2016.
- The department shall conduct a Competitive Sealed Bidding Requirements Contract where the contract term is for one year with the option to extend up to 4 one-year extensions. This contract will be utilized anytime when the needs of service is required.
- The department shall notify the State Procurement Office by email (state.procurement.office@hawaii.gov) that a competitive sealed bidding was completed and a contract was executed by December 1, 2016.
- The department shall email a copy of the contract to the State Procurement Office, with the reference number EP17-008S.
- Any future emergency requests for this type of debris cleanup will be disapproved.

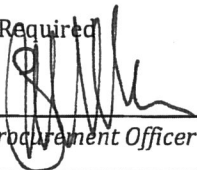
HRS Section 103D-310(c) and HAR section 3-122-112 shall apply (e.g., vendor is required to show proof of compliance and may use the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Proof of compliance and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

9/16/16

Date